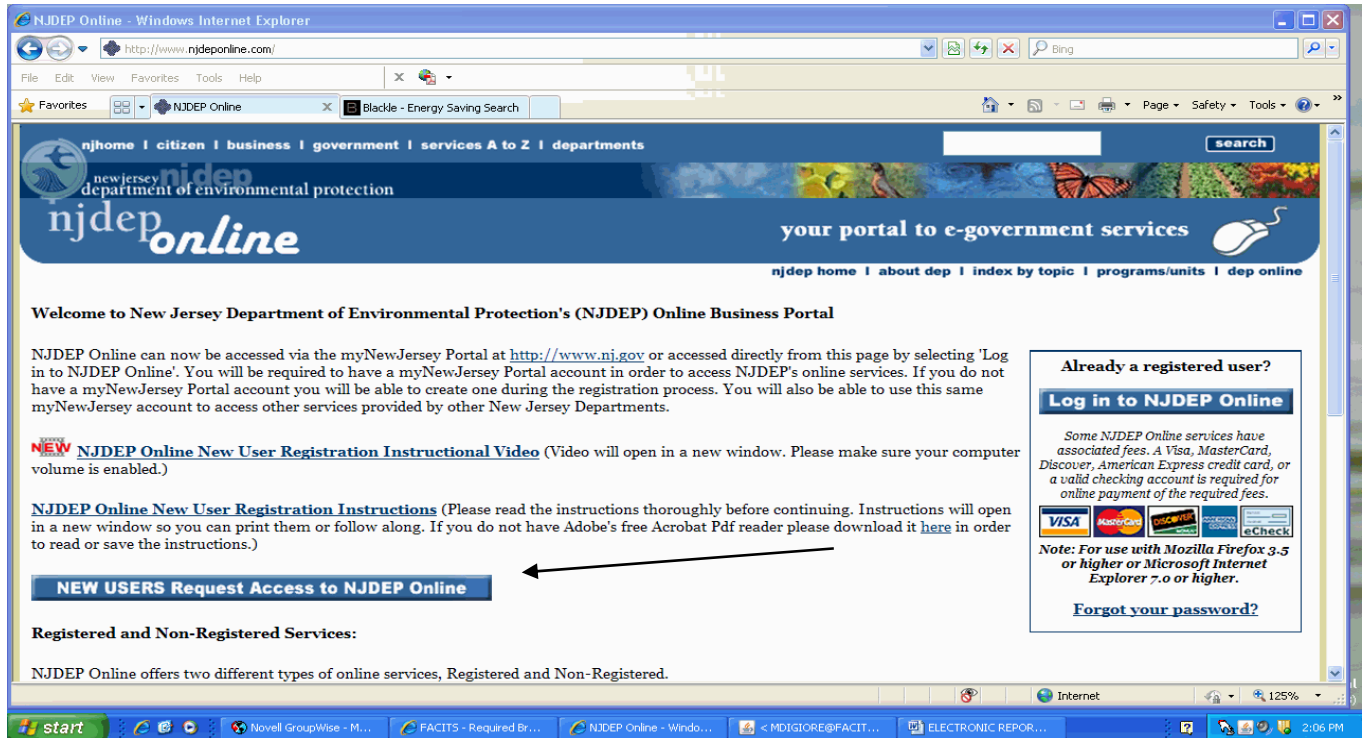


ELECTRONIC REPORTING – NJDEP ONLINE REGISTRATION

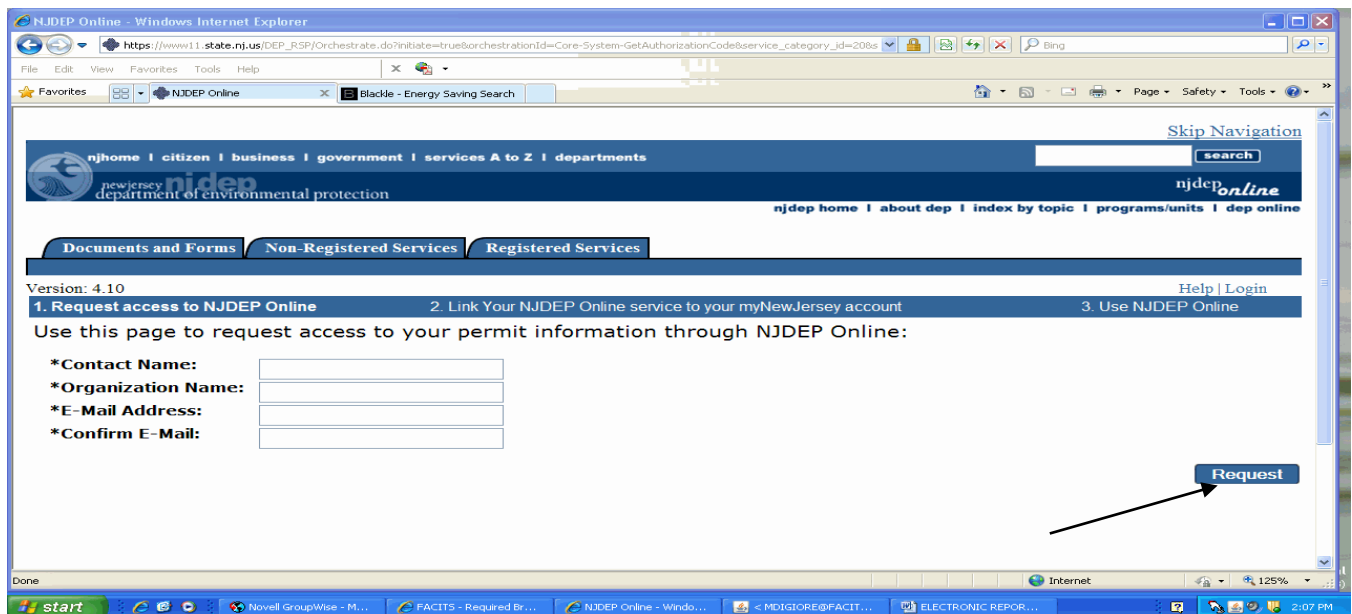
STEP 1: Requesting Access

(New Users – Users who do not already have a NJDEP Online account or ID)

1. Go to <http://www.njdeponline.com> and click on “NEW USERS Request Access to NJDEP Online.”



2. Complete all fields. Click on “Request”.



STEP 2: Link Your NJDEP Online Services to Your myNewJersey Account

1. **If you do not have a myNewJersey Account:** Complete all fields in Section B and click “**Create this new myNewJersey Account and Link NJDEP Online To It.**” **Remember to write down your Log On ID and Password**

Online Registration - Windows Internet Explorer
http://www.nj.gov/dep/online/Online%20Registration.htm

Step 2: Link NJDEP Online to Your myNewJersey Account

1. Request access to NJDEP Online **2. Link Your NJDEP Online service to your myNewJersey account** **3. Use NJDEP Online**

Use this page to tell us about your myNewJersey account by picking one of the three choices below:

A. I already have a myNewJersey account. Link it to my NJDEP Online information:

My Log On ID is and my password is [Link NJDEP Online to My Account](#)

B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:

Pick a Log On ID

If you forget your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email address.

Pick a password

Question you want us to ask

Retype your password

Your answer

First name Email address

Last name Retype your email address

* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

[Create this new myNewJersey Account and Link NJDEP Online To It](#)

C. I already have a myNewJersey account but I can't remember what it is.

Close Window

2. **If you already have a myNewJersey Account:** Fill out Section A with your myNewJersey 'Log On ID' and 'Password' and click “**Link NJDEP Online to My Account.**”

Online Registration - Windows Internet Explorer
http://www.nj.gov/dep/online/Online%20Registration.htm

Step 2: Link NJDEP Online to Your myNewJersey Account

1. Request access to NJDEP Online **2. Link Your NJDEP Online service to your myNewJersey account** **3. Use NJDEP Online**

Use this page to tell us about your myNewJersey account by picking one of the three choices below:

A. I already have a myNewJersey account. Link it to my NJDEP Online information:

My Log On ID is and my password is [Link NJDEP Online to My Account](#)

B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:

Pick a Log On ID

If you forget your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email address.

Pick a password

Question you want us to ask

Retype your password

Your answer

First name Email address

Last name Retype your email address

* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

[Create this new myNewJersey Account and Link NJDEP Online To It](#)

C. I already have a myNewJersey account but I can't remember what it is.

Close Window

STEP 3: Contact Information

1. Enter your contact information. Click on “Add Contact Number”.

The screenshot shows the 'NJDEP Online' registration page in a Windows Internet Explorer browser. The address bar shows 'http://www.nj.gov/dep/online/Online%20Registration.htm'. The page has a sidebar with navigation links: '2 - Request Certification PIN' and '3 - View Facilities'. A 'Please Note' box states: 'You may click on a previously visited page (above) to navigate back to that screen.' The main form area contains fields for personal and organizational information: * First Name (James S), * Middle Initial, * Last Name (Smith), Title, * E-Mail Address (smith@abc.com), * Confirm E-Mail (smith@abc.com), Organization Name, and Organization Type. To the right are fields for Address Line 1, Address Line 2, Address Line 3, City, State (a dropdown menu), and Zip. Below these fields is a section titled 'CONTACT NUMBERS' with a note: 'Note: At least one contact number is required. You do not have any contact numbers. Click 'Add Contact Number' to add one.' At the bottom of this section are three buttons: 'Add Contact Number', 'Continue', and 'Clear'. An arrow points from the text 'Click the Add Contact Number button' to the 'Add Contact Number' button. The browser's taskbar at the bottom shows various open applications and the system clock at 8:54 AM.

2. From the drop down menu select the Contact Type. Enter the telephone number. (**You must enter at least one contact telephone number.**) Click “Save” Click “Continue”.

The screenshot shows the 'ADD CONTACT NUMBER' form within the NJDEP Online portal. The page header includes 'Skip Navigation' and a search bar. The main content area has a navigation bar with 'Documents and Forms', 'Non-Registered Services', and 'Registered Services'. Below this, it says 'Version: 4.10' and 'Welcome MyNewJersey Portal user. Please provide the following information to create your RSP account.' The form is titled 'ADD CONTACT NUMBER' and includes a note: 'Note: Contact number must be entered without dashes. Ex: 6092922082'. The form fields are: *Contact # Type (a dropdown menu), * Contact Number, Extension, and Comments. At the bottom right of the form are 'Save' and 'Cancel' buttons. An arrow points from the text 'Click "Save"' to the 'Save' button. The browser's taskbar at the bottom shows the same set of applications as the previous screenshot, with the system clock at 8:54 AM.

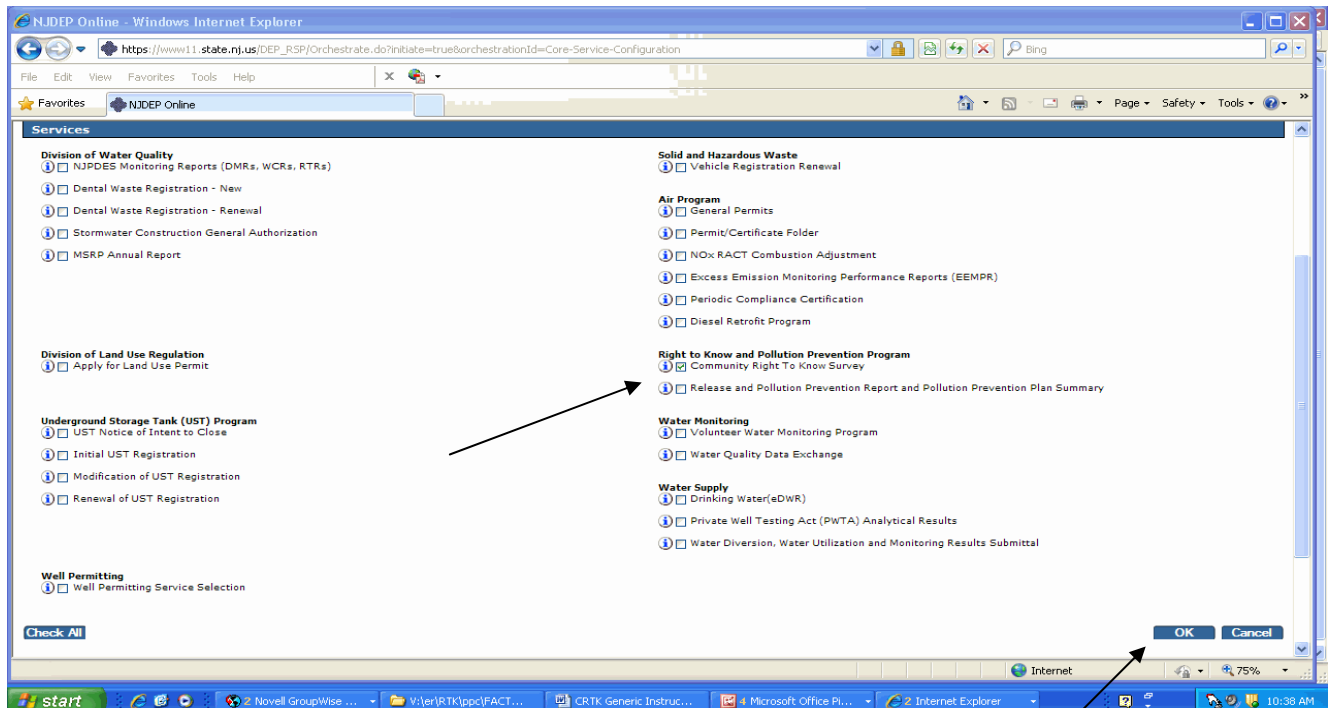
STEP 4. Request a Certification PIN.

1. **You do not need a Certification PIN to complete the Right to Know Survey.**
Click on “Complete Setup.”



STEP 5. Configure Services

2. On the My Services page, select “Community Right to Know Survey” and click “OK.” The selected service(s) will now be displayed on the My Workspace Screen.



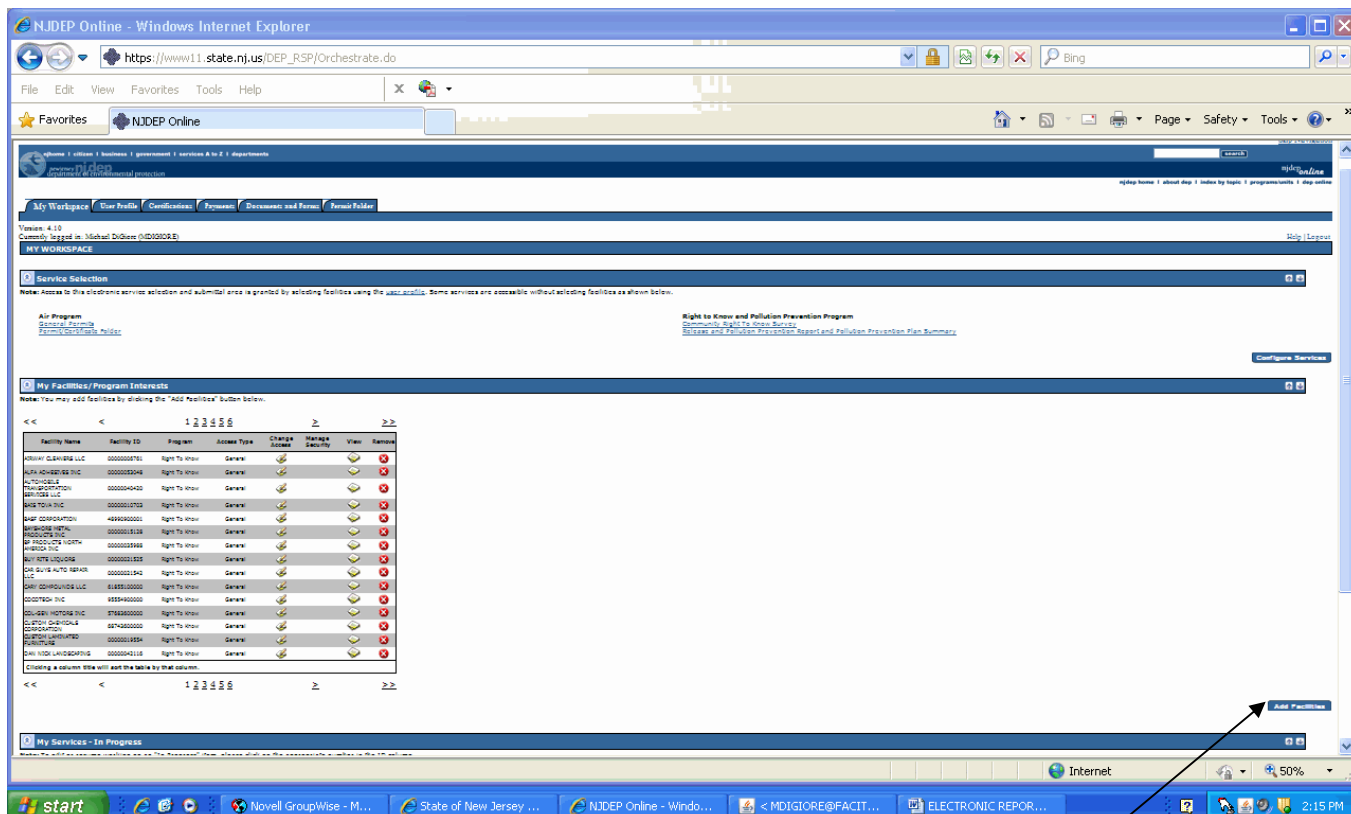
Your registration is complete. The following screen will appear. Click **“Continue”**.



ELECTRONIC REPORTING – COMPLETING YOUR COMMUNITY RIGHT TO KNOW SURVEY

STEP 1. Adding a Facility

1. On the My Workspace page, scroll down and click **“Add Facilities”**



2. Enter your 11 digit Facility ID number and click “Search.” **SEARCH USING ONLY YOUR FACILITY ID NUMBER. DO NOT ENTER YOUR FACILITY NAME.**

FACILITY SEARCH

In most cases your Program Interest Number is your Facility ID.
Users adding NJPDES Permits to their profile should do so by selecting the "Water Quality" value from the NJDEP Program option. The user should then enter the NJPDES permit number they wish to add to their profile in the "Facility ID" field and click on the Search button.

Pick the search you want to perform:

- ☒ Retrieve only those facilities that match the search criteria
- ☐ Retrieve the sites and all of the site's facilities that match the search criteria
- ☐ Retrieve NJPDES Permit Numbers
- ☐ Retrieve the facilities that are associated with an Alternate ID

(Optional) Select NJDEP Program:

Enter either a Facility ID or a Facility Name:

Facility ID: (For NJPDES Facilities Use The NJPDES Permit Number)

Facility Name:

Search **Cancel**

3. Put a check in the box next to the facility name and click “Add Selected Facility.”

FACILITY SEARCH RESULTS

Facility	Facility ID	Program	Program Interest	County	Municipality
<input checked="" type="checkbox"/> TEST FACILITY 9	00000054209	Right To Know		Mercer	Trenton City

Clicking a column title will sort the table by that column.

Clear/Check All

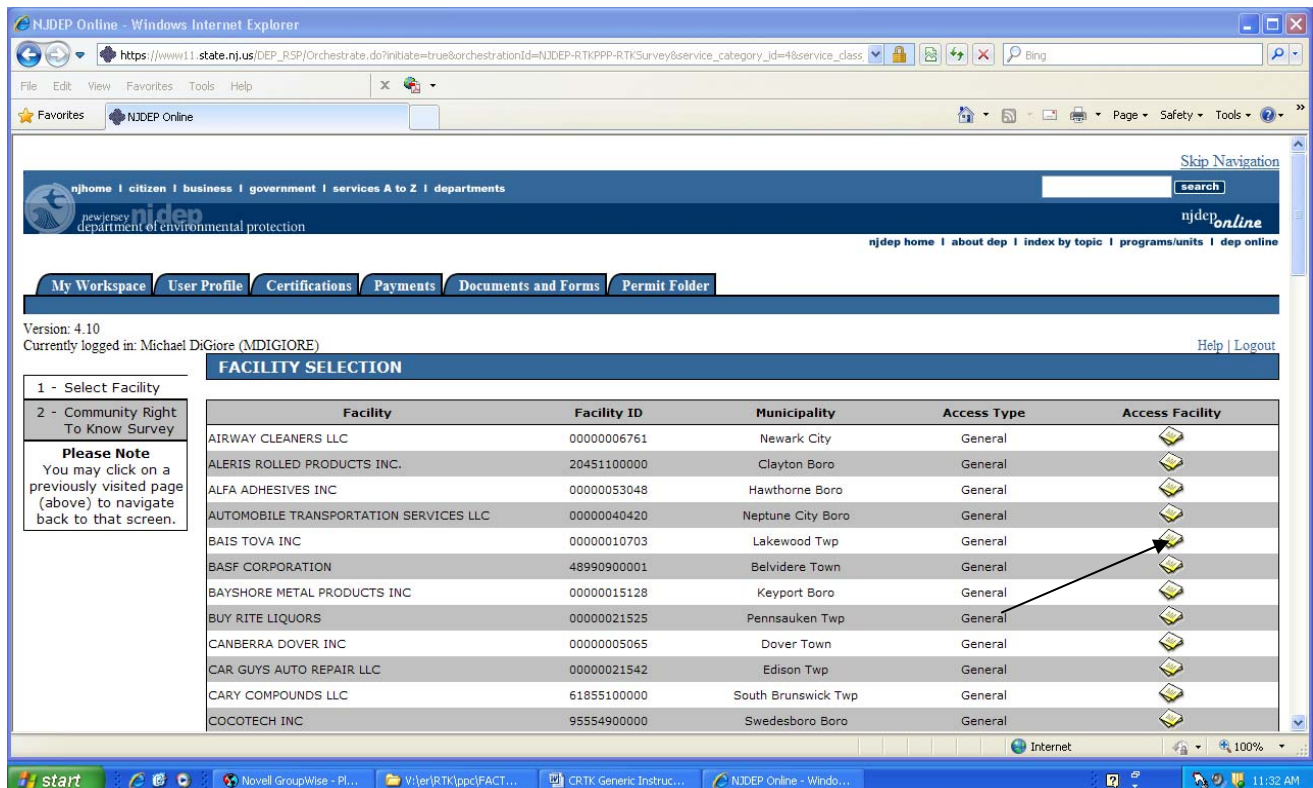
Add Selected Facilities **Cancel**

STEP 2: Accessing Your Facility and Completing the Survey

1. On the My Workspace page, under Service Selection, click on “Community Right to Know Survey”



2. On the Facility Selection screen click “Access Facility” on the right-hand side (yellow paper icon).



3. On the Community Right to Know Survey page, “2011 Survey Not Submitted” should appear. Click “Continue”.

The screenshot shows a web browser window titled "Community Right to Know chemical inventory survey submission - Windows Internet Explorer". The address bar shows the URL: https://www1.state.nj.us/DEP_eCRTK/index?fein=8eCRTK_facid=00000054209. The page features the NJ state seal and the text "COMMUNITY RIGHT TO KNOW SURVEY IT'S THE LAW!". Below this are two buttons: "CRTK HOME" and "SURVEY INSTRUCTIONS". A section titled "Community Right to Know" contains the text: "Thank you for choosing to submit your Community Right to Know Survey on-line. Please press the Continue button to fill out a survey. Press Back button to return to the DEP Online." Below this text are the following details: Facility ID 00000054209, FEIN 000000009, Facility Name TEST FACILITY 5, and Reporting Year 2010 Survey Submitted and Posted (selected in a dropdown menu). At the bottom of this section are "Continue" and "Back" buttons. An arrow points from the "Continue" button to the text: "Electronic Survey Submitted but not Posted Surveys have not yet been processed and can not yet be changed. Please check back in 24 hours. Electronic Survey Submitted and Posted are surveys that have been processed and are able to be modified. Hard Copy Submitted (View Only) submissions cannot be modified via the Electronic Submission process. You can only review this data. No Survey Submitted is a year that has had no survey received for this facility." At the very bottom, it says "For assistance please contact the Office of Pollution Prevention and Right to Know". The Windows taskbar at the bottom shows the start button and several open applications.

Community Right to Know chemical inventory survey submission - Windows Internet Explorer

https://www1.state.nj.us/DEP_eCRTK/index?fein=8eCRTK_facid=00000054209

File Edit View Favorites Tools Help

Community Right to Know chemical inventory survey s...

COMMUNITY RIGHT TO KNOW SURVEY IT'S THE LAW!

CRTK HOME SURVEY INSTRUCTIONS

Community Right to Know

Thank you for choosing to submit your Community Right to Know Survey on-line. Please press the Continue button to fill out a survey. Press Back button to return to the DEP Online.

Facility ID 00000054209
FEIN 000000009
Facility Name TEST FACILITY 5
Reporting Year 2010 Survey Submitted and Posted

Continue Back

Electronic Survey Submitted but not Posted Surveys have not yet been processed and can not yet be changed. Please check back in 24 hours.
Electronic Survey Submitted and Posted are surveys that have been processed and are able to be modified.
Hard Copy Submitted (View Only) submissions cannot be modified via the Electronic Submission process. You can only review this data.
No Survey Submitted is a year that has had no survey received for this facility.

For assistance please contact the Office of Pollution Prevention and Right to Know

Done

start Novell GroupWise - Pl... V:\er\RTK\ppc\FACT... CRTK Generic Instruc... Community Right to K...

Internet 100% 11:34 AM

YOU ARE NOW READY TO COMPLETE YOUR CRTK SURVEY. PLEASE REVIEW THE CRTK SURVEY GUIDANCE DOCUMENT FOR ASSISTANCE IN COMPLETING THE SURVEY.